

**NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION
LAKEHURST, NJ 08733
SEPARATION-CLEARANCE (CHECK-OUT)**

NAME

SSN

FORWARDING ADDRESS (*Street, City, State, Zip Code*)

Every employee who resigns or is separated from employment for any other reason, will present this Separation-Clearance Checklist to the offices listed below. The sequence below need not be followed as long as the Human Resources Office is the last area you visit. Wages or salary due may be withheld in any case where Government property or material issued has not been properly accounted for.

The "Initial" column will be completed by a designated employee in each office. This form, when completed, will be retained by the Human Resources Office until the official personnel folder is transferred from NAWCADLKE.

ORGANIZATION	PURPOSE	INITIALS	DATE
1. Departmental Administration Office or section of separating employee	Return safety equipment permit. LAN/Locator Receipt of final papers.		
2. Tool Room (if appropriate)	Return tools, equipment		
3. Shop/Office Supervisor	Office equipment, keys, etc.		
4. Dispensary (Building 39)	Exit audiogram		
5. Special Services, Gear Issue, General Library (Building 123)	Return any books/athletic or other type of equipment		
6. Comptroller, Travel (Building 120)	Liquidate travel advances and settlement, American Express		
7. Comptroller, Data Entry Point (DEP) (Building 120)	Clearance for leave, bonds, etc.		
8. Base Locator, Mail and File Section (Building 120)	Forwarding mailing address		
9. Safety Office (Building 5)	Exit Interview		
10. Technical Library (Hangar 3)	Return books/publications		
11. Telecommunications (Northside - Hangar 1)	Voice Mail, AT&T credit card		
12. Classified Mail Office (Building 562, Room 124)	Security termination/ statement		
13. Contracts (Building 129)	Impact Card		
14. Office of Counsel (Building 129)	Post Government employment ethics advice		
15. Pass and ID Office (Main Gate, Building 620)	Return ID badge/ NAWCADLKE auto pass		
16. Human Resources Office (Building 120, West Wing)	Forwarding Address		

REMINDER: If you have an account with the Credit Union, it is to your advantage to settle financial business TODAY.